

# Maine Criminal Justice Academy

## TRAINING CATALOG FALL / WINTER / SPRING 2014 - 2015



15 OAK GROVE ROAD  
VASSALBORO, MAINE 04989  
(207)877-8000



# Table of Contents

Forward – Letter from the Director

Academy Staff

Student Disciplinary Code

Rules and Regulations for Special Training Programs

Directions and Academy Map

Training Schedule – Fall 2014 / Winter / Spring 2015

In-Service Course Descriptions

Enrollment Procedures

Application Forms (may be reproduced locally) (also available on online)

Forms can be found at: <http://maine.gov/dps/mcja/forms/index.htm>.





Paul R. LePage  
Governor

STATE OF MAINE  
*Department of Public Safety*  
**MAINE CRIMINAL JUSTICE ACADEMY**

15 Oak Grove Road  
Vassalboro, Maine 04989



John E. Morris  
Commissioner

John B. Rogers  
Director

June 15, 2014

Dear Colleague:

This publication is designed to provide criminal justice agencies with a schedule of training programs offered by the Academy through June 2015. The course schedule, at this time, is an accurate description of the training offered during this training year. However, because of exigent circumstances, changes do occur that require we postpone, cancel or add courses to the schedule. Agencies will be promptly notified of any changes, cancellations or specially scheduled programs. You may also find the training courses in the catalog listed on the Academy's homepage [www.maine.gov/dps/mcja](http://www.maine.gov/dps/mcja)

Generally, tuition for most classes is \$2.00/hour. Lodging remains at \$15 per night and students are required to bring their own bed linen or sleeping bags. Meals have increased to \$7.50 per meal. The BLETP tuition is \$2,500.00 per student for agencies. Agencies will be invoiced for actual costs incurred up to the \$2,500.00 if the student leaves for any reason. The dress code at the Academy requires students to wear a uniform or dress slacks or skirt and shirts with collars. This policy is included in this catalog.

The MCJA cancellation policy, which requires your agency to pay the tuition costs for any class canceled by your employee or if the employee fails to attend a program for which they applied without notifying the Academy in writing by mail, FAX or e-mail at least 1 week prior to the class starting date, remains in effect. If the seat can be filled with another student on the waiting list, your agency will not be billed. This cancellation policy will allow students on the waiting list to attend the class, not leaving a last minute vacancy that is difficult to fill. Applications should be forwarded to the Academy or students should register on-line at [www.maine.gov/dps/mcja](http://www.maine.gov/dps/mcja) at least 3 weeks prior to the start of a course. Generally classes will be filled on a first-applied, first-accepted basis, but priority will be given to students who currently hold positions in specialty areas. Please direct all inquiries to the appropriate training supervisor at 877-8000.

Sincerely,

John B. Rogers, Director  
Maine Criminal Justice Academy



# MAINE CRIMINAL JUSTICE ACADEMY STAFF

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**MAINE CRIMINAL JUSTICE ACADEMY**  
**A Bureau of the Department of Public Safety**  
**MCJA TRAINING PROGRAMS**  
**STUDENT DISCIPLINARY CODE**

**PREAMBLE**

The Maine Criminal Justice Academy Student Disciplinary Code (the “Code”) is designed to promote the orderly and efficient training of students who receive training under the auspices of the Academy. The Code is promulgated to assure the safety of persons undergoing training, to protect the peaceful exchange of ideas, and to promote professionalism and orderliness consistent with good law enforcement and an efficient criminal justice system.

**ARTICLE I**

**Purposes**

**SECTION 1** Title 25, M.R.S.A. §2803-A authorizes the Board of Trustees of the Maine Criminal Justice Academy (the “Board”) to set training and certification standards for all law enforcement officers, set requirements for board-approved courses and prescribe curriculum and certify graduates of board-approved courses.

**SECTION 2** The Board concludes that the foregoing statutory provision authorizes the Board to establish standards of student conduct and the procedure for enforcing such standards.

**SECTION 3** It is the purpose of this Code to promulgate standards of student conduct and the procedure for enforcing such standards, to be known as the “Student Disciplinary Code” for the Maine Criminal Justice Academy.

**SECTION 4** This Code shall apply to all students attending any on-site or off-site Maine Criminal Justice Academy Program, which include: all In-service Programs, the Basic Corrections Program, or the Pre-Service Law Enforcement Programs in accordance with 25 M.R.S.A., chapter 341, with the exception of the Basic Law Enforcement Training Program approved by the Board in accordance with 25 M.R.S.A. § 2804-C (“BLETP”), which has a separate disciplinary code, entitled Cadet Disciplinary Code.

**SECTION 5** The fact that the Academy may take disciplinary action is not intended to affect or influence the ability of the student’s employer or any appropriate civil or law enforcement authority to take disciplinary or enforcement action. The student remains subject to prosecution for violation of any applicable laws.

## ***ARTICLE II***

### ***Sanctions***

**SECTION 1 General.** No student may be dismissed or suspended for disciplinary reasons except in accordance with the provisions of this Code. The following sanctions may be imposed for violation of the Academy Standards of Conduct, which are set forth in Article III of this Code.

**SECTION 2 Denial of Privileges.** Minor infractions of the Rules and Regulations of the Academy, Standards of Conduct of this Code, directives, and staff orders may result in denial of privileges. Such a sanction may be imposed in conjunction with written or oral reprimands.

**SECTION 3 Oral Reprimand.** A student may receive a verbal reprimand by the Training Coordinator pursuant to the procedures outlined in Article IV for violation of the Standards of Conduct of this Code and the rules and regulations of special training.

**SECTION 4 Written Reprimand.** A student may receive a written reprimand by the Training Coordinator pursuant to the procedures outlined in Article IV for violation of the Standards of Conduct of this Code and the rules and regulations of special training.

**SECTION 5 Suspension.** A student suspended from the Academy shall leave the premises of the Academy and shall not participate in any activity conducted under the auspices of the Academy, except such activities as are open to the general public, and shall not have any privileges of a student. For purposes of the application of this Code, however, he/she shall be regarded as a student, though suspended. At the expiration of the period of suspension, either at the point in time of the course from which he/she was suspended or the beginning of the next training course as determined by the Director of the Academy on the application of such student, he/she shall be automatically reinstated as a student in good disciplinary standing provided he/she has not been found, in the meantime, to have further violated one of the Standards of Conduct of this Code.

**SECTION 6 Dismissal.** A student dismissed from the Academy shall leave the premises of the Academy and shall no longer be a student of the Academy. In order to become a student again, a person must submit a new application for admission.

## ARTICLE III

### *Standards of Conduct*

**SECTION 1 General.** Conduct promoting public respect and self-esteem is an essential quality for an effective criminal justice professional. Students are expected to practice and demonstrate such conduct to a high degree while enrolled in an Academy training program. Compliance by all students with the Standards of Conduct will enhance this quality. Such compliance is required and any violation will be the subject of appropriate disciplinary action, up to and including dismissal from the Academy.

**SECTION 2 Criminal Misconduct.** Violation of any criminal law at any time or place is deemed a very serious breach of the Standards of Conduct of this Code. Any student in any MCJA training program against whom criminal charges have been filed in court may be suspended pursuant to Article IV by the Director from further attendance in or at an Academy program pending resolution of the criminal charge. Conviction of a criminal offense will result in appropriate disciplinary action, and may result in dismissal of the student.

**SECTION 3 Ethical Violations.** Ethical standards are essential standards of integrity to which every criminal justice professional should aspire. Ethical Violations represent an **EXTREMELY SERIOUS INCIDENT** of misconduct that may result in termination from the Academy, or in appropriate cases, a period of probation and/or other punishment. The acts of **lying, plagiarism, stealing** and **cheating** are considered ethical violations of the Code. The following definitions are pertinent to the Academy's Ethical Violations:

- A. Lying** is stating an oral or written untruth with the intent to deceive.
- B. Plagiarism** is to knowingly use unauthorized assistance in submitted work designated to represent one's own efforts.
- C. Stealing** is to take, obtain or withhold property or anything of value wrongfully from the owner with the intent of permanently or temporarily depriving the owner of its use or possession.
- D. Cheating** is to deceive by trickery, to mislead, to elude, or to act dishonestly. Examples include:
  - Looking at another student's answer sheet or test papers.
  - Copying another student's answer.
  - Having another student do an assignment.
  - Talking without permission to another student, anytime, during an examination.
  - Writing any information before, during, or after the exam on desktops, booklets, hands, etc. Use of scratch paper for mathematical computations is acceptable if authorized by the exam proctor.
  - Having any unauthorized information at the student's disposal such as notes, books, etc., that is relevant to the examination without permission.
  - Having access to examination questions and answers prior, during, or after a test, and before the grading of the exam.

**SECTION 4 Failure to Comply with Directives.** Students must obey all applicable directives as outlined in the rules and regulations in the Special Training programs. Additional directives may be presented and explained by the staff. Failure to comply with directives will result in appropriate disciplinary sanctions, and may result in dismissal of the student.

**SECTION 5 Unprofessional Conduct.** Students attending any Academy program are expected to conduct themselves professionally. Harassment of any person, hazing, profanity, discourtesy, rudeness, impoliteness and the like are unprofessional conduct for criminal justice professionals. Unprofessional conduct will result in appropriate disciplinary sanctions and may result in dismissal of the student.

**SECTION 6 Sexual Harassment and Discrimination.** Sexual Harassment and discrimination based on race, color, sex, religion, age, national origin, sexual orientation or disability are prohibited. Any form of sexual harassment or discrimination will not be tolerated at any Academy programs.

Examples of prohibited harassment and discrimination include, but are not limited to:

- A. Unwelcome sexual advances or contact, gestures, suggestive or lewd remarks;
- B. Verbal abuse such as offensive racial, ethnic, or sexual threats or comments, physical overtures, or any type of pressure to engage in sexual activity;
- C. Offensive jokes; and
- D. Ridicule, slurs, derogatory action or remarks.

Students may report incidents of discrimination or harassment to any member of the Academy staff or the Department of Public Safety's Personnel Officer located at 45 Commerce Drive, Suite 1, Augusta, Maine 04333-0104 or by telephone at 626-3814. Discrimination against or harassment of any person will result in appropriate disciplinary sanctions, and may result in dismissal.

**SECTION 7 Application of Sanctions to Standards of Conduct.** The specification of a possible sanction under each of the Standards of Conduct in this Code is not intended to be exclusive; the range of sanctions remains available. Each case will be considered individually, with due regard given the nature of the violation and the history of the student.

## **ARTICLE IV**

### ***Procedures***

**SECTION 1 General.** Any person may report a student for a violation of the Standards of Conduct to any member of the Academy staff. Minor violations will normally be addressed by oral or written reprimands. More serious and repeated violations will result in suspension or dismissal. The Disciplinary Officer referred to in this Code shall be the Assistant Director or other designee appointed by the Academy Director.

**SECTION 2 Oral Reprimand.** Disciplinary action in the form of an oral reprimand by the Training Coordinator to a student is subject to review by the Disciplinary Officer. Written notification of an oral reprimand will be provided to the student and the student's sponsor.

**SECTION 3 Written Reprimand.** Disciplinary action in the form of a written reprimand by the Training Coordinator to a student is subject to review by the Disciplinary Officer. The written reprimand shall include a notation of the nature, time, place of the violation and the sanction. The original will be given to the student and the student's sponsor, and the Disciplinary Officer for entry in the students record. Notification of the written reprimand shall be given to the Academy Director.

- A. The student may appeal this action by submitting a written request to the Disciplinary Officer within twenty-four (24) hours after receiving such reprimand.
- B. Within three (3) working days after receiving the requested appeal, the Disciplinary Officer shall hold an informal hearing on this appeal, attended by the reprimanded student, the Training Coordinator issuing the reprimand and any witnesses desired by the Training Coordinator or student.
- C. Upon conclusion of this informal hearing, the Disciplinary Officer shall

notify the student and the student's sponsor of his/her decision. The decision shall be final and noted in the student's record.

#### **SECTION 4 Suspension or Dismissal.**

A. Preliminary Investigation and Recommendation for Hearing. Upon receipt of information that a student may have committed a violation of the Standards of Conduct of this Code that could result in suspension or dismissal, the Disciplinary Officer shall immediately conduct an informal preliminary investigation of the matter. If satisfied that there is reasonable cause for either suspension or dismissal of the student, the Disciplinary Officer will submit a written report of the investigation specifying the nature, time and place of each violation alleged and the names of witnesses accompanied by all or any written statements and exhibits of such offense to the Academy Director with a recommendation that a hearing be convened on the alleged violation(s).

B. Action by the Academy Director. If the Academy Director concurs in the recommendation of the Disciplinary Officer, the Director will notify the Chair of the Board of Trustees to schedule the matter for hearing. In the meantime, the Academy Director may, for good reason, suspend the student pending hearing. The Academy Director may have good reason to suspend the student pending hearing based on such considerations as the health and safety of the accused cadet, other cadets, and/or staff, and the need to conduct training without disruption. If the Academy Director concludes that no violation has occurred, the Director may dismiss the matter. If the Academy Director concludes that the alleged violation is not sufficiently serious to warrant suspension or dismissal, the Director may refer the matter to the Training Coordinator for an oral or written reprimand.

C. Hearing. If the Academy Director concurs with the recommendation to refer the matter to the Board of Trustees, the Director shall notify the Chair of the Board who, in turn, will appoint three members of the Board to serve as a hearing panel. The Director shall provide the accused student with a written statement of the charges and the time and place of the hearing at least 48 hours prior to the time of such hearing. The panel shall conduct the hearing in accordance with the Maine Administrative Procedure Act and applicable Department of Public Safety Rules regarding administrative hearings.

D. Decision after Hearing. The panel shall issue a written decision no later than two working days after conclusion of the hearing. The decision shall include findings of fact sufficient to advise the student of the basis for the decision, shall be mailed or provided in hand to the student, and shall apprise the student of the right of appeal pursuant to 5 M.R.S.A. § 11001.

**SECTION 5 Attendance at the Academy Subsequent to Suspension or Dismissal.** A dismissed student, or a student unable to complete a course due to a suspension, may apply for admission to a subsequent Academy course. Any statement of the applicant on the "Background Standard for Admission to and/or Certification," on an application, or in a request for admission or enrollment must be accompanied by a statement disclosing the date and nature of the prior violation and the sanction imposed. Prior disciplinary action may provide grounds for denial of admission, and will be considered to the extent permitted by law. The Academy Director or his/her designee shall advise the applicant in writing of the decision to deny admission to the Academy. The decision shall reflect the Academy Director's or his/her designee reasoning in a manner sufficient to inform the applicant of the basis for the decision.

**SECTION 6 Appeal of Denial of Admission.** An applicant who has been denied admission based all or in part on disciplinary action imposed while the applicant was previously enrolled at or attending the Academy may appeal such decision to the Board of Trustees by delivering a written notice of appeal to the Academy Director no later than ten (10) working days after receipt of written notice of the decision denying admission. The notice of appeal should include a copy of the written decision of the Academy Director and a complete statement of the reasons the applicant disagrees with the decision of the Director.

A. Within two (2) working days of receipt of a copy of the written notice of appeal, the Academy Director shall transmit to a three-member panel of the Board appointed by the Chair of the Board a copy of the written decision, copies of any evidence relied on, the notice of appeal, and any materials submitted by the applicant in support of the appeal.

B. Within thirty (30) working days of receipt of the materials transmitted by the Academy Director, the panel shall review the materials and issue a written decision. The panel may affirm the decision of the Academy Director; remand to the Director for additional findings of fact; or vacate the findings of the Director and admit the applicant. The decision shall reflect the panel's reasoning and advise the applicant of any right of appeal.

Moved by: Linda Smithers

Seconded by: Richard Harburger

Voted Unanimously by the Board of Trustees

Date: 05/05/2006



# MAINE CRIMINAL JUSTICE ACADEMY

## A BUREAU OF THE DEPARTMENT OF PUBLIC SAFETY

### Rules and Regulations for Special Training Programs

Directive 79-1 (Revised)

#### PURPOSE

The following rules and regulations are established to promote the orderly and efficient training for those individuals who attend the Maine Criminal Justice Academy for special training programs (i.e. in-service, student orientation programs, etc.) They are designed to promote professionalism and orderliness consistent with the high ideals of the criminal justice system, and so that the students receive the full benefit of the training program.

#### AUTHORITY

The herein contained rules and regulations are established and implemented in accordance with policies and procedures promulgated by the Academy Trustees. It shall be the responsibility of all Academy staff members to encourage and enforce compliance with these rules and regulations. A training supervisor will be assigned to each special training program and will be responsible to apprise each student of these rules and regulations at the start of each training program.

#### CONDUCT AND GENERAL RESPONSIBILITIES

1. Students shall conduct themselves in an orderly and professional manner at all times while enrolled in an Academy training program.
2. Students are expected to conduct themselves ethically while attending Academy training programs. Ethical violations such as lying, cheating, plagiarism, deception, as well as criminal conduct and harassment are serious violations of the "***Student Disciplinary Code***" and can lead to disciplinary action, up to and including dismissal from the Academy.
3. The consumption of alcoholic beverages on Academy grounds is prohibited unless the consumption is an integral part of an approved training program.
4. Students shall assist in the conservation of heat and electricity.
5. Students shall maintain quiet after lights out at 11:00 p.m.
6. Student vehicles shall be parked according to Academy maps and where instructed to do so.
7. Students are responsible for all information posted on the designated bulletin board or in other locations identified by the MCJA training coordinator.
8. Students shall be properly dressed in uniform or appropriate attire as explained by the In-Service Training Supervisor while enrolled in training programs. No shorts, cutoffs, jeans, T-shirts, clothing with inappropriate language, ripped or torn clothing is allowed without the express approval of the training supervisor.
9. Student shall not use any tobacco product within 100 feet of any Academy building or while participating in any Academy in-service training program off grounds. Students shall smoke only in those areas designated by the training coordinator.
10. Canines are not allowed in the billets or classroom without the permission of the Academy Director or the Training Manager.
11. Law enforcement officers are encouraged to leave their weapons secured in their vehicles during training. Non-law enforcement officers are prohibited from bringing firearms onto Academy grounds. ***In no case are firearms allowed in the dormitories (billets) without the prior written permission of the Academy Director.***
12. Personal injuries or property damage shall be brought to the immediate attention of a staff member.
13. Students will be permitted off the Academy grounds. Students should contact the training supervisor or another staff member if a problem arises or if special permission is needed.

## ROOMS, LODGING AND LINEN

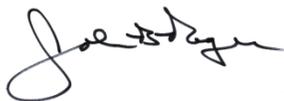
1. Advance notice must be given to the Academy for students who require lodging during training.
2. Each student will be assigned to a room and room assignments will be posted. ***Room assignments will not be changed without permission of the training supervisor.*** Students shall not remove dorm room furniture from their rooms.
3. Telephone messages, if not personally communicated, will be posted on the bulletin board. All Academy telephones are off limits, except with specific permission of the staff.
4. Linen will be the student's responsibility. You will need to provide your own sheets, pillow cases, or sleeping bag and you may prefer to bring your own pillow. Blankets will be folded and placed at the foot of the bed.
5. ***Students must provide their own towels, face cloths, sheets, pillow cases, and/or sleeping bag.***
6. We now have a student lounge where we offer a High Definition LCD Projector showing on a 12 foot wide screen, a Blue Ray DVD player and a complete surround sound system. There is also an HDMI cable connection port for your favorite video game to connect to this system. We just recently purchased an X Box for the lounge so bring your favorite DVD or video game the next time you come for an in-service class!!!

## MEALS

1. Students shall comply with meal policies on the In-Service Application and as explained by the training coordinator. Students are required to have a meal ticket issued by the training coordinator to eat in the dining room.
2. Failure to provide the Academy with at least one-week advance notice may result in the unavailability of meals for a student.

## ATTENDANCE AND ACADEMIC STANDARDS

Accreditation and certification for special training programs shall not be given unless successful completion of required standards and 90% attendance is attained. Exceptions to these standards will only be made by the Academy Director after consultation with the course instructor(s).



John B. Rogers, Director  
Maine Criminal Justice Academy

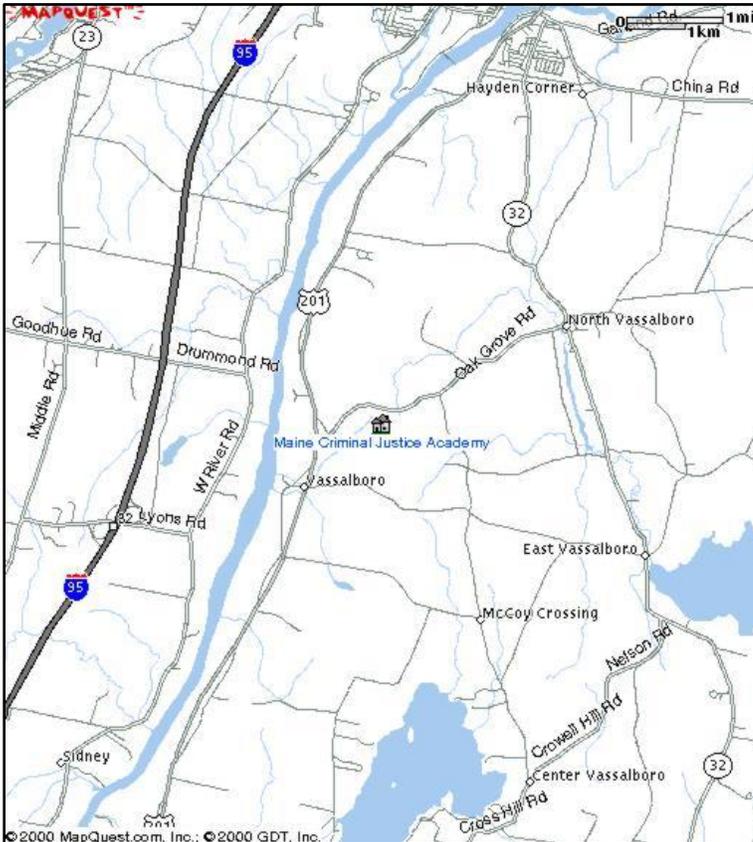
Revised: June 16, 2009

## Map and Directions to the Academy

The Maine Criminal Justice Academy is located off Route 201 in Vassalboro. It is approximately 7 miles south of the Town of Winslow and 12 miles north of the City of Augusta.

**From the south:** Take Interstate 95 north to Exit 113, travel to your second set of traffic lights. Turn left onto Route 201 North. Go approximately 9 miles. The Academy will be located on your right.

**From the north:** Take Interstate 95 south to Exit 127, old exit 33, (Kennedy Memorial Drive). At the end of the ramp, turn left and follow the KMD into town. Where Route 137 turns off to the right (after 7th street light) turn onto Route 137. Proceed approximately 1.5 miles to the intersection of Route 201. Turn right onto Route 201. Follow Route 201 for exactly 5 miles to intersection with the Oak Grove Road on the left. Academy is the set of brick buildings on the right.



Main Entrance is located  
**here.**  
Follow signs from  
Parking Lot.



# TRAINING SCHEDULE – FALL / WINTER / SPRING 2014-2015

## Basic Law Enforcement Training Program

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
August 18 – Dec. 19, 2014	27 <sup>th</sup> Basic Law Enforcement Training Program	Maine Criminal Justice Academy
January 20 – May 22, 2015	28 <sup>th</sup> Basic Law Enforcement Training Program	Maine Criminal Justice Academy

## Law Enforcement Pre-Service

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Sept. 29 – Oct. 10, 2014	Law Enforcement Pre-Service – Phase 2	Maine Criminal Justice Academy
Jan. 26 – Feb. 6, 2015	Law Enforcement Pre-Service – Phase 2	Maine Criminal Justice Academy

## Basic Corrections

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Sept. 8 – Sept. 19, 2014	Basic Corrections	Maine Criminal Justice Academy
Jan. 5 – Jan. 16, 2015	Basic Corrections	Maine Criminal Justice Academy
April 27 – May 8, 2015	Basic Corrections	Maine Criminal Justice Academy

## Law Enforcement and Corrections In-Service Training

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Aug. 25 – Oct. 10, 2014	K-9 Drug School	Maine Criminal Justice Academy
Aug. 26 – 29, 2014	MARC Instructor Development	Maine Criminal Justice Academy
Sept. 4, 2014	DRE Refresher Training	Maine Criminal Justice Academy
Sept. 8 – 12, 2014	Interactive Use of Force Instructor Development	Maine Criminal Justice Academy
Sept. 8 – Oct. 31, 2014	K-9 Drug School	South Portland Police Department
Sept. 10 – 12, 2014	Breath Testing Device Instructor Development	Maine Criminal Justice Academy
Sept. 22 – 26, 2014	Urban Rifle Instructor Development	Maine Criminal Justice Academy
Oct. 15 – 16, 2014	Investigating Complaints of Officer Misconduct	Maine Criminal Justice Academy
Oct. 20 – 31, 2014	Methods of Instruction	Maine Criminal Justice Academy
Oct. 27 – 31, 2014	Police Training Officer	Maine Criminal Justice Academy
Dec. 2 – 3, 2014	Crash Refresher & Exam	Maine Criminal Justice Academy
Dec. 8 – 10, 2014	Drug Recognition Expert Instructor Development	Maine Criminal Justice Academy
Jan. 5 – 16, 2015	Methods of Instruction	Maine Criminal Justice Academy
Jan. 20 – 30, 2015	Drug Recognition Expert Training	Maine Criminal Justice Academy
Feb. 10, 2015	Physical Fitness Testing Protocols	Maine Criminal Justice Academy
Feb. 19, 2015	Civil Rights Officer	Maine Criminal Justice Academy
Feb. 23 – 27, 2015	Law Enforcement Chaplain Certification Course	Maine Criminal Justice Academy

## Law Enforcement and Corrections In-Service Training (Continued)

Mar. 16 – 20, 2015	Basic Crime Scene Investigation Course	Maine Criminal Justice Academy
<b>To Be Announced</b>	K-9 Patrol School	Maine Criminal Justice Academy
Mar. 23 – Apr. 3, 2015	Methods of Instruction	Maine Criminal Justice Academy
Apr. 27 – May 1, 2015	New Chief's and Sheriff's Seminar	Maine Criminal Justice Academy
June 8 – 19, 2015	Firearms Instructor Development	Maine Criminal Justice Academy
June 12, 2015	Firearms Skills Development	Maine Criminal Justice Academy

## Terminal Operator Certification Course

<u>DATE</u>	<u>COURSE</u>	<u>LOCATION</u>
Sept. 8 – 12, 2014	Terminal Operator Certification	Maine Criminal Justice Academy
Oct. 6 – 10, 2014	Terminal Operator Certification	Maine Criminal Justice Academy
Nov. 3 – 7, 2014	Terminal Operator Certification	Maine Criminal Justice Academy
Dec. 8 – 12, 2014	Terminal Operator Certification	Maine Criminal Justice Academy
Mar. 9 – 13, 2015	Terminal Operator Certification	Maine Criminal Justice Academy
Apr. 13 – 17, 2015	Terminal Operator Certification	Maine Criminal Justice Academy
May 11 – 15, 2015	Terminal Operator Certification	Maine Criminal Justice Academy
June 8 – 12, 2015	Terminal Operator Certification	Maine Criminal Justice Academy

## Emergency Services Communication Bureau Courses

Aug. 26 – 28, 2014	Emergency Medical Dispatch Certification	Maine Criminal Justice Academy
Sept. 8, 2014	QA Review Session (Afternoon)	Maine Criminal Justice Academy
Sept. 9 – 10, 2014	EDQ – EMD Quality Assurance	Maine Criminal Justice Academy
Sept. 11, 2014	AQUA Software Training Course	Maine Criminal Justice Academy
Sept. 12, 2014	Pro-QA Software Certification Course	Maine Criminal Justice Academy
Sept. 16 – 17, 2014	NextGen 911 Guardian New Hire Training	Maine Criminal Justice Academy
Sept. 29 – Oct. 3, 2014	Emergency Telecommunicator Course	Maine Criminal Justice Academy
Oct. 7 – 9, 2014	Emergency Medical Dispatch Certification	Maine Criminal Justice Academy
Dec. 1 – 5, 2014	Emergency Telecommunicator Course	Maine Criminal Justice Academy
Dec. 9 – 11, 2014	Emergency Medical Dispatch Certification	Maine Criminal Justice Academy
Dec. 16 – 17, 2014	NextGen 911 Guardian New Hire Training	Maine Criminal Justice Academy
Jan. 6 – 7, 2015	NextGen 911 Guardian New Hire Training	Maine Criminal Justice Academy
Jan. 13 – 15, 2015	Emergency Medical Dispatch Certification	Maine Criminal Justice Academy
Feb. 10 – 11, 2015	NextGen 911 Guardian New Hire Training	Maine Criminal Justice Academy
Feb. 23 – 27, 2015	Emergency Telecommunicator Course	Maine Criminal Justice Academy
March 9, 2015	QA Review Session (afternoon)	Maine Criminal Justice Academy
Mar. 10 – 12, 2015	Emergency Medical Dispatch Certification	Maine Criminal Justice Academy
March 13, 2015	Pro-QA (morning and afternoon session)	Maine Criminal Justice Academy
Mar. 16 – 17, 2015	EDQ – EMD Quality Assurance	Maine Criminal Justice Academy
March 18, 2015	AQUA Software Training Course	Maine Criminal Justice Academy
Mar. 31 – Apr. 1, 2015	NextGen 911 Guardian New Hire Training	Maine Criminal Justice Academy
May 5 – 6, 2015	NextGen 911 Guardian New Hire Training	Maine Criminal Justice Academy
May 11 – 15, 2015	Emergency Telecommunicator Course	Maine Criminal Justice Academy
May 19 – 21, 2015	Emergency Medical Dispatch Certification	Maine Criminal Justice Academy
June 30 – July 1, 2015	NextGen 911 Guardian New Hire Training	Maine Criminal Justice Academy
July 7 – 9, 2015	Emergency Medical Dispatch Certification	Maine Criminal Justice Academy

## Alert and Physical Fitness Testing

At MCJA, for the Alert Test, arrive at 0800 hours and PT test will follow. Those taking only the PT Test should arrive at **0900**. The Phase I Exam will be available each Wednesday or other day that Alerts and PT tests are held and will start at 1200 hours. For those taking the Alert Test at the Southern Maine Community College the arrival time is 0800 hours and the Alert Test starts promptly at 0830 hours. **\*\*In January 2015, the Alert Test will be given at York County Sheriff's Office, and the time to arrive will be 1300 hours.**

Lunch is not provided if you are taking the Alert, PT and Phase 1 exam, you should consider bringing a bag lunch.

### Alert and PFT Testing Dates at MCJA:

<u>2014</u>	Alert & PFT	Alert & PFT	Off Campus Alerts (Southern Maine Community College)
August	6	20	20
September	3	17	17
October	1	15	15
November	5	19	19
December	NONE	NONE	17

### Off Campus Alerts **(NO PFT offered)** (York County Sheriff's Office)

<u>2015</u>	Alert & PFT	Alert & PFT	Off Campus Alerts (York County Sheriff's Office)
January	7	21	21
February	4	18	18
March	4	18	18
April	1	15 & 29	15
May	NONE	NONE	20
June	3	17	17
July	1	15	15

## **Notice of Change in In-Service Class Registration Procedure**

Because of the ever increasing cost of providing food services, we have changed the procedure for purchasing meals and lodging while attending In-Service classes. Our goal is to streamline the process allowing the kitchen to prepare only those meals that are needed.

In the past, we collected meal and lodging requests on the first day of the class. This allowed no time for the kitchen to order the correct amount of food, or to know precisely how many meals would be needed for a certain class. We also allowed students to turn in unused meal tickets and did not bill them or their agency for those meals, even though the meals had been prepared. This is a practice that is both expensive and inefficient.

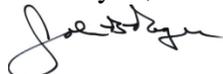
Our new procedure will allow for three options when registering for an In-Service class:

1. **Tuition Only**. Only the tuition cost of the program will be billed to the agency. There will be no lodging and no meals.
2. **Day Student**. The agency will be billed for the tuition and all noon time meals served during that class. If a student chooses to skip a meal, for whatever reason, that meal will still be billed to the agency because it was ordered and prepared.
3. **Residential Student**. The agency will be billed for the tuition, all meals served and all nights lodging during that class. If a student chooses to skip a meal or decides not to stay overnight on a particular night, the agency will still be billed because those services were requested.

Our hope is that this new procedure will help keep the increases to the meals and lodging at a minimum.

We are always looking for better ways to provide our services to the Criminal Justice Community. If you have any suggestions about ways to improve what we do, please do not hesitate to share your thoughts with us.

Thank you,



John B. Rogers, Director  
Maine Criminal Justice Academy

## **ADMINISTRATIVE COURSES**



## INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT

**Date:** October 15 – 16, 2014  
**Location:** MCJA  
**Time:** 8:30 - 5:00  
**Tuition only:** \$80.00  
**Day Student Cost:** \$96.00  
**Residential Student Cost:** \$127.00  
**Contact:** Rick Desjardins 877-8008

### **Program Description:**

From time to time, every law enforcement executive, no matter the size of the agency, will be confronted with the need to conduct an internal affairs investigation. The area of internal affairs investigations is growing increasingly complex. This training attempts to review many of the most common issues confronting chiefs and internal affairs investigators. The community policing philosophy depends on the integrity of the police department. If the public lacks confidence in the agency's ability and commitment to investigate and prosecute officer misconduct, there is little hope for successful partnerships and problem-solving. Investigations are an important part of any employer's frontline defense against liability and serve as a means of maintaining a disciplined workforce. In addition to knowing what to do during an investigation, every employer should know the policies and practices that can be implemented before the need for an investigation arises. *INVESTIGATING COMPLAINTS OF OFFICER MISCONDUCT* focuses on the practical techniques and information you need to know in order to conduct investigations that meet the ever-changing legal requirements. Class content will include: what you should do now to prepare for your next investigation, how to avoid costly mistakes that can create liability, interview techniques to get the most out of every witness, proper documentation, how to organize investigation files, and how to effectively present the results of an investigation.

The two-day class is being offered at the academy.

There are two instructors, both with many years of experience in the subject area. They are Laurel Shippee, the state EEO coordinator, and Brian MacMaster, chief investigator for the Attorney General's Office

**Personnel who may attend:** This class is open to full-time law enforcement personnel. Preference will be given to those assigned by their agency as responsible for conducting internal investigations.

**Prerequisites:**

**Class Limit:** 25 Students

## NEW CHIEFS AND SHERIFF'S SEMINAR

**Date:** April 27 – May 1, 2015  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Tuition only:** \$120.00  
**Day Student Cost:** \$160.00  
**Residential Student Cost:** \$284.00  
**Contact: John Rogers** 877-8011

### **Program Description:**

This course is for the newly appointed chief or sheriff. The program is designed to prepare chiefs and sheriffs for the challenges of running a law enforcement agency. Topics to be examined include, but are not limited to: liability issues, labor issues, policies, consensus building techniques, discipline, the Public Information Act, managing internal investigations, understanding the needs of your city manager or county commissioners and mandatory reporting requirements. Attendees will learn from each other during interactive discussions of current issues facing department administrators.

**Personnel who may attend:** This class is restricted to newly appointed chiefs and sheriffs or their seconds in command only.

### **Prerequisites:**

**Special Requirements:** Must be the agency head or second in command

**Class Limit:** 20 Students

**SPECIALIZED COURSES**

**LAW ENFORCEMENT AND CORRECTIONS**



## LAW ENFORCEMENT PRE-SERVICE COURSE

### **Program Description:**

The LEPS is the entry level three phase training program to become a law enforcement officer in the State of Maine. The three (3) phase course format consists of forty (40) hours online training, and eighty (80) hours of classroom scenario based practical training. Upon completion of phase 1 and 2 the candidate is eligible to be hired by a law enforcement agency and must successfully complete an eighty (80) hour supervision component. The course curriculum, prerequisites, application forms, and a more detailed course description can be found on the MCJA website at: [www.maine.gov/dps/mcja/training/preservice](http://www.maine.gov/dps/mcja/training/preservice)

**For Dates and Locations visit our website, or view the schedule in the front of this catalog.**

**Our website will have an updated list of off campus courses as they become available.**

[www.maine.gov/dps/mcja/training/preservice](http://www.maine.gov/dps/mcja/training/preservice)

The LEPS student will receive a Course Completion Certificate after completing Phase 2. Prior to being hired as a Law Enforcement Officer, a LEPS graduate must be 21 years of age or older, unless the applicant has an associate's degree or 60 credit hours of postsecondary education, in which case the applicant must be at least 20 years of age as per Maine Statute §2804-G. Attendees must be hired by a law enforcement agency and complete weapons certification by a MCJA Certified Firearms Instructor. The hiring agency must submit a notice of employment and your firearms qualification form to MCJA before you can work as a Law Enforcement Officer. The hiring agency must also complete the 80 hour supervision "Phase III" component before you are certified as a law enforcement officer.

### **Who may attend Phase 1 and Phase II**

You must be 21 years of age or 20 years old with at least 60 credits from an accredited college, or age 19, currently enrolled in an accredited post secondary education program, with at least 40 credit hours. *\*Copies of transcripts or current grade reports required with the application for those under 21.*

Phase 1 online training can be completed after registering. No prerequisites.

Phase 2:

You must take and pass the ALERT exam

You must pass the MCJA Physical Agility Test (PT)

You must be sponsored by a Law Enforcement Agency

You must complete the application process and criminal background check on MCJA approved forms.

You must pass a physical exam by your physician and submit on an MCJA approved form.

**Special Requirements:** The cost of Phase 1 online training is \$250.00. The cost of Phase 2 scenario based classroom training at MCJA is \$250.00 Off site courses may have additional fees.

**On site** meals and lodging are available at a reasonable cost. The academy does not provide meals and lodging for off campus courses. Contact: Deb Annese for more information 877-8014

**Students will be required to purchase the Law Books for this class – Title 29-A and 17-A.**

## MECHANICS OF ARREST, RESTRAINT & CONTROL INSTRUCTOR DEVELOPMENT

**Date:** August 26 – 29, 2014  
**Location:** MCJA  
**Time:** 8:00-5:00  
**Tuition Only:** \$80.00  
**Day Student Cost** \$112.00  
**Residential Student Cost:** \$205.00  
**Contact: David Tyrol** 877-8035

### **Program Description:**

This is a 40 hour course directed toward developing instructors for law enforcement defensive tactics that are taught in the Basic Law Enforcement Training Program and the Pre-Service Law Enforcement Academy programs. Those individuals selected should be willing to participate in Academy programs. Applicants must provide a letter with the application from the Chief Law Enforcement Officer of the agency indicating a willingness to send the officer to participate in the Basic Law Enforcement Training Program and/or the Law Enforcement Pre-Service Program.

### **Personnel who may attend:**

All full time Law Enforcement Officers who are Academy certified and part-time Law Enforcement Officers with 3 years post academy experience. Preference will be giving to full-time law enforcement officers and those who are willing to participate in Academy programs.

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 20 Students

## DRUG RECOGNITION EXPERT REFRESHER TRAINING

**Date:** September 4, 2014  
**Location:** MCJA  
**Time:** 9:00 - 5:00  
**Fee:** \$25.00 (lunch included)  
**Contact:** James Lyman 877-8009

### **Program Description:**

This class is offered as an annual Drug Recognition Expert (DRE) refresher course. Topics will include current trends and updates to the DRE program, and an interactive discussion about future concerns in the program. DRE instructors will be on hand to answer questions and review re-certification packets as needed. This class will meet the mandatory bi-annual requirements for re-certification training.

Although this class is intended for the DRE with a certification expiration date within the next 12 months, all DRE's are encouraged to attend.

**Personnel who may attend:** Currently certified DRE's

**Prerequisites:** None

**Special Requirements:** Due to the length of time required for instructors to review re-certification materials, I would encourage DRE's to seek an instructor and complete that process prior to the class. On the day of class, Instructors will be available to review re-certification materials by appointment only, which can be scheduled through the MCJA coordinator.

**Class Limit:** 50 students

## INTERACTIVE USE OF FORCE INSTRUCTOR DEVELOPMENT

**Date:** Sept. 8 – 12, 2014  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Tuition Only:** \$80.00  
**Day Student Cost:** \$120.00  
**Residential Student Cost:** \$244.00  
**Contact: Jack Murphy** 877-8016  
**David Tyrol** 877-8035

### **Program Description:**

This course will prepare firearms and other defensive tactics instructors to create, and use situational interactive training scenarios for use of force training. The use of marking cartridges and appropriate protective equipment and rules will be covered. Students will produce and supervise use of force scenarios and critique and evaluate officer's performance during those scenarios. Applicants must provide a letter with the application from the Chief Law Enforcement Officer of the agency indicating a willingness to send the officer to participate in the Basic Law Enforcement Training Program.

**Personnel who may attend:** All MCJA Certified Instructors who are Full Time Law Enforcement officers. Priority will be given to Use of Force, Defensive Tactics, Firearms, &, Chemical Agent Instructors.

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 20 Students

## BREATH TESTING DEVICE INSTRUCTOR DEVELOPMENT

**Date:** Sept. 10 – 12, 2014  
**Location:** MCJA  
**Time:** 9:00 – 5:00  
**Tuition Only:** \$60.00  
**Day Student Cost:** \$84.00  
**Residential Student Cost:** \$146.00  
**Contact: James Lyman 877-8009**

### **Program Description**

This program is designed to develop a full time law enforcement / corrections officer, who is Intoxilyzer certified, to a level of ability and proficiency necessary to provide quality Intoxilyzer training to other officers. Selection priority will be given to officers who have a demonstrated, credible use of this instrument and have experience dealing with the legal issues associated with the enforcement of impaired driving. Priorities will also be assigned based upon geographic and agency needs.

This three day class will prepare the candidates to teach students the necessary skills to become proficient and certified in the use of the Intoxilyzer. Before completing this certification, the students will be required to teach the 2 day Intoxilyzer Operation and Certification course under the supervision of senior instructors.

**Personnel who may attend:** Full time law enforcement / corrections officers who are Intoxilyzer certified and have demonstrated proficiency in all aspects of it's use. Selection criteria will include MCJA and agency needs, Intoxilyzer use history, regional training needs, and instructor training / experience.

**Prerequisites:** Currently certified as an Intoxilyzer operator and Methods of Instruction.

(Candidates will have to instruct at a later date under the supervision of a senior instructor to complete certification. The first opportunity will be during the fall BLETP classes )

**Class Limit:** 20 Students

## URBAN RIFLE INSTRUCTOR DEVELOPMENT

**Date:** September 22 - 26, 2014  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Tuition Only:** \$150.00  
**Day Student Cost:** \$190.00  
**Residential Student Cost:** \$314.00  
**Contact: James Birt** 877-8020

### **Program Description:**

This course is designed to develop MCJA Certified Firearms Instructors as trainers in rifle/carbine weapon systems. Topics will include weapon selection for patrol units, training and budgetary issues, nomenclature, function, handling safety, carry conditions and live fire drills.

Students must provide a departmental carbine or rifle with 2 magazines and a sling, 1200 rounds of ammo for the rifle. In addition, it is required to bring ear protection (full protection, no plugs only) & full, wrap around eye protection, ballistic vest (if worn), a cleaning kit, departmental duty belt, holster, handgun, spare magazines, 100 rounds of ammo, and a flashlight. Appropriate range gear, hat, bug spray and sun protection are also recommended.

**Personnel who may attend:** All MCJA Certified Firearms Instructors. Preference will be given to those from agencies that have or will soon be transitioning to carbines/rifles.

**Prerequisites:** MCJA Certified Firearms Instructors

**Special Requirements:**

**Class limit:** 20 Students

**METHODS OF INSTRUCTION / MCJA CERTIFIED INSTRUCTOR  
DEVELOPMENT**

**Dates:**           **Oct. 20 – 31, 2014**  
                          **Jan. 5 – 16, 2015**  
                          **Mar. 23 – Apr. 3, 2015**

**Location:**       **MCJA**  
**Time:**           **8:00 - 5:00**  
**Tuition only:**           **\$160.00**  
**Day Student Cost:**       **\$240.00**  
**Residential Student Cost:** **\$488.00**  
**Contact: Jim Lyman**       **877-8009**  
                  **David Tyrol**       **877-8035**

**Program Description:**

This two (2) week course will cover writing instructional objectives, choosing and preparing visual aids, creating an original lesson plan, teaching the adult learner, preparing tests, and public speaking. Participants are required to make several presentations ranging from 2 to 30 minutes in duration.

During the second week (Certified Instructor Development) students will develop a full lesson plan on a Board approved topic from the BLETP, BCOR or LEPS curriculum and be evaluated presenting portions of that unit of instruction.

**Successful students will be eligible as certified instructors per Board Specification S-6.**

**Personnel who may attend:** This course is available to personnel in the criminal justice system and is intended to fulfill the requirement for a Methods of Instruction course needed for Academy Instructor Certification.

**Prerequisites:**

**Special Requirements: Students will be required to bring a laptop computer to class.**

**Class Limit:** 20 Students

## POLICE TRAINING OFFICER

**Dates:** Oct. 27 - 31, 2014  
**Location:** MCJA  
**Time:** 9:00 - 5:00  
**Tuition Only:** \$100.00  
**Day Student Cost:** \$140.00  
**Residential Student Cost:** \$264.00  
**Contact:** Rick Desjardins 877-8008

### **Program Description:**

The Police Training Officer program incorporates contemporary adult educational methods and a version of problem based learning adapted for Law Enforcement. This approach to training provides a foundation for life long learning that prepares the new officer for the complexities of Law Enforcement today and in the future. Instead of the San Jose model FTO program, this program is based on the Reno Police Training Officer (PTO) program which has been successfully implemented in several states across the country. The Program is designed to provide the trainee with a well structured 15 week program after having completed the Basic Law Enforcement Academy.

**Personnel who may attend:** Full-time certified and experienced law enforcement officers who will be serving in the capacity of Police Training Officers (PTO's) for their respective departments.

**Prerequisites:**

**Special Requirements:**

**Class Limit:** 20 Students

**CRASH RECONSTRUCTION SPECIALIST  
MANDATORY REFRESHER and EXAM**

**Date:** Training Class December 2, 2014  
Exam December 3, 2014  
**Location:** Academy  
**Time:** December 2, 2014 8:00 - 5:00  
December 3, 2014 8:00 - exam completion

**Tuition only:** No fee  
**Day Student Cost:** \$8.00 (no lunch exam day)  
**Residential Student Cost:** \$39.00  
**Contact:** James Lyman 877-8009

This 16 hour mandatory training course will provide the Crash Reconstruction Specialist with a comprehensive review of the re-certification exam as well as the taking of the re-certification exam. The successful completion of the re-certification exam with a score of 80% or higher must be met to maintain certification as a Crash Reconstruction Specialist as approved by the Board of Trustees.

**Personnel who may attend:** All certified Crash Reconstruction Specialists seeking re-certification

**Re-Certification Requirements:**

- Must have completed the mandatory training,
- Must have completed the re-certification exam with a minimum score of 80%,
- Must submit 4 completed and approved reconstruction reports to the Crash Reconstruction Certification Board for professional review by December 31, 2014

**Class Limit:** 60 Students

## DRUG RECOGNITION EXPERT INSTRUCTOR DEVELOPMENT

**Date:** December 8 -10, 2014  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Tuition Only:** \$50.00  
**Day Student Cost:** \$74.00  
**Residential Student Cost:** \$136.00  
**Contact:** James Lyman 877-8009

### **Program Description:**

The Drug Recognition Program in Maine has expanded over the past five years and we are seeking motivated Drug Recognition Experts (DRE's) to become instructors for future program development. This NHTSA/IACP based program will focus on classroom preparation, participant learning styles, public speaking skills and overall presentation skills in the DRE program.

The classroom phase of this training will focus on learning the various sections of the DRE curriculum and conduct practice teaching assignments with your peers. After completion of this 24 hour class, candidates will be required to teach various sections in the DRE school scheduled for February 23 – March 5, 2015. After teaching assignments are successfully completed, candidates must evaluate a minimum of two student evaluations in the field for course completion.

**Personnel who may attend:** All certified Drug Recognition Experts who have completed SFST Instructor Development that are active in the DRE program and have a strong desire to teach other law enforcement officers. Host agencies will be asked to make a commitment of their instructor candidate to assist with future schools and semi annual refresher training. All candidate applications will be reviewed by the Drug Recognition Certification Board prior to acceptance to the school.

**Prerequisites:** Must be an active DRE with course completion in Methods of Instruction.

**Special Requirements:** This is an abbreviated course and not the full 40 hour Instructor class. Eligible candidates must also have completed the NHTSA SFST Instructor Development curriculum.

Candidates must bring a laptop computer to review manuals in electronic format as we no longer print the manuals.

**Class Limit:** 8 Students

## DRUG RECOGNITION EXPERT EVALUATION AND CLASSIFICATION SCHOOL

**Date:** Jan. 20 – 30, 2015  
**Applications close** December 1, 2014  
**Location:** MCJA **Time:** 8:00 - 5:00  
**Tuition Only:** \$150.00  
**Day Student Cost:** \$222.00  
**Residential Student Cost:** \$439.00  
**Contact:** James Lyman 877-8009

### **Program Description:**

The intent of this NHTSA / IACP training course is to identify drivers that may be impaired by drugs. The DRE program will instruct the students, through the use of systematic and standardized examinations, how to determine whether the impairment is due to drugs, and if so, the broad category or combination of categories of drugs that is the likely cause of the observed impairment.

Phase I of the training is a two day pre-school (16 hours) which reviews and enhances information officers previously received in the NHTSA OUI/SFST program. Attendees should be thoroughly familiar with the OUI/SFST skills prior to attending. Phase II of training is a seven-day (56-hour) classroom program during which students receive detailed instruction in the techniques of the drug evaluation examination as well as in physiology, the effects of drugs and legal considerations. Upon completion of this phase of training, the student must pass a comprehensive written examination before proceeding Phase III of the training, the field certification. The field certification portion of training begins immediately following completion of the classroom training and is conducted at periodic intervals for the next 60 to 90 days. During this portion of the training, students, under the direction of certified instructors, evaluate subjects suspected of being impaired by drugs other than alcohol. After participating in and documenting the results of at least 12 drug evaluations and completing a comprehensive examination, the student is eligible for certification.

### **Personnel who may attend:**

Full time law enforcement officers with a history of enforcing impaired driving laws and working for an agency committed to providing the logistic support necessary for the DRE to function at maximum effectiveness. Applicants will complete a multiphase process including supplemental application, oral board, and mentorship with an active DRE prior to being chosen for the class. Regional need will also be a consideration in choosing the final class.

### **Prerequisites:**

SFST Proficiency. The ARIDE course is recommended but not required. Candidates must bring a laptop computer as manuals are in electronic format. A completed supplemental application will be required from the applicant in order for the DRE Certification Board to prepare for their candidate interview and recommend qualified applicants for the program.

**Class Limit:** 15 Students

## PHYSICAL FITNESS TESTING PROTOCOLS

**Date:** February 10, 2015  
**Location:** MCJA  
**Time:** 8:30-4:00  
**Fee:** \$25.00, including lunch  
**Coordinator:** Jack Murphy 877-8016

This is a daylong course directed toward developing evaluators for law enforcement physical fitness testing for entrance into the Basic Law Enforcement Training Program, the Pre-Service Law Enforcement Training Program, and agency hiring. Those individuals selected will be required to participate in Academy testing on an annual basis. Applicants must provide a letter with the application from the Chief Law Enforcement Officer of the agency indicating a willingness to send the officer to participate.

### **Personnel who may attend:**

All full time Law Enforcement Officers who are Academy certified. Preference will be given to establishing a network of evaluators around the state.

**Class Limit: 24 Students**

## CIVIL RIGHTS OFFICER TRAINING

**Date:** February 19, 2015  
**Location:** MCJA  
**Time:** 8:00 - 4:00  
**Tuition Only:** \$20.00  
**Day Student Cost:** \$28.00  
**Contact: David Tyrol** 877-8035

### **Program Description:**

Maine's civil rights officers are the backbone of the civil rights enforcement system in Maine. It is the responsibility of the civil rights officer to be trained, to maintain that training, and to identify, investigate, and report all civil rights complaints to the Attorney General's Office. The civil rights officer also has the primary responsibility for ensuring that all complaints are investigated, and to work with the Attorney General's Office to ensure that all investigations are thorough.

**Personnel who may attend:** This class is open to full-time law enforcement and corrections personnel who have been selected by the agency head as the Civil Rights Officer.

### **Prerequisites:**

### **Special Requirements:**

**Class Limit:** 30 Students

## Law Enforcement Chaplain Certification Course

**Date:** February 23 – 27, 2015  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Tuition Only:** \$80.00  
**Day Student Cost:** \$120.00  
**Residential Student Cost:** \$244.00  
**Contact:** Debra Annese 877-8014

### **Program Description:**

The law enforcement chaplain has become an increasingly important member of the criminal justice community. In times of crisis or high stress it usually falls to the chaplain to pick up the emotional pieces. This program is designed to instruct the newly appointed law enforcement chaplain in many areas to include:

- The Criminal Justice System
- The Law Enforcement Officer
- Community Policing
- Legal Liability and Confidentiality
- Sensitivity and Diversity
- The Role of the Chaplain in the Department
- The Chaplain and Other Religions / Denominations
- Death Notifications
- Post Traumatic Stress Syndrome
- Responding to a Crisis Situation
- Officer Injury or Death
- Suicide and Suicide Intervention
- The Effective Counselor
- Critical Incident Debriefing
- Stress Management
- Substance Abuse

**Personnel who may attend:** Students must be ordained by a recognized religious denomination and be sponsored by a Maine law enforcement agency. The sponsoring agency must submit a notarized criminal background investigation form and In-Service Form.

### **Law Enforcement Chaplain Certification Requirements:**

Must be employed or appointed by a law enforcement agency as their agency chaplain;

Must be an ecclesiastically certified person in good standing and endorsed for law enforcement chaplaincy by a recognized religious body (submit endorsement letter);

Must have a minimum of five (5) years experience in ministry;

Must Complete the MCJA Law Enforcement Chaplain's training program.

**Class Limit:** 20 Students

## BASIC CRIME SCENE INVESTIGATION COURSE

<b>Date:</b>	<b>Mar. 16 – 20, 2015</b>
<b>Location:</b>	<b>MCJA</b>
<b>Time:</b>	<b>8:00 – 5:00</b>
<b>Tuition only:</b>	<b>\$80.00</b>
<b>Day Student Cost:</b>	<b>\$120.00</b>
<b>Residential Student Cost:</b>	<b>\$244.00</b>
<b>Contact: James Lyman</b>	<b>877-8009</b>

### **Program Description:**

The Maine State Police is offering a scene investigation program as an intermediate level course designed to equip the investigator with the skills necessary to process physical evidence at the scene and develop proper methodologies to understand their inter-relationships. This course is instructed by the State Police Evidence Response Team, Crime Lab and experts representing various forensic disciplines. Each days course of instruction is followed by a practical and leading to scene practicals and evaluation. Upon successful evaluation, attendees will be issued certificates of completion.

### **Personnel who may attend:**

All full-time certified law enforcement officers, with preference given to those serving as investigators for their departments

### **Prerequisites:**

Students should bring a digital SLR camera, tripod, and detachable flash with sync cord, Fingerprinting kit, 100 foot tape measure and laptop computer

It is strongly recommended that students obtain and review two texts prior to class:

Practical Crime Scene Processing; Ross Gardner  
Crime Scene Photography; Robinson

**Class Limit:** 20 Students

## FIREARMS INSTRUCTOR DEVELOPMENT

<b>Date:</b>	<b>June 8 – 19, 2015</b>
<b>Location:</b>	<b>MCJA</b>
<b>Time:</b>	<b>8:00 - 5:00</b>
<b>Tuition Only:</b>	<b>\$250.00</b>
<b>Day Student Cost:</b>	<b>\$330.00</b>
<b>Residential Student Cost:</b>	<b>\$578.00</b>
<b>Contact:</b>	<b>James Birt 877-8020</b>

### **Program Description:**

This course is designed for the officer, who has demonstrated proficiency with firearms, completed Methods of Instruction and has been tasked with obtaining MCJA Certified Firearms Instructor status to assist in improving the shooting skills of others. The class concentrates on firearms program management. This is a two-week program to fulfill the mandatory requirements in becoming an MCJA Firearms Instructor. Week one concentrates on program management, liability, range development and coaching and evaluation of students. The fifth day of this class will be practical application of live fire, range exercises to evaluate shooters and provide constructive feedback to improve their overall firearms proficiency under the guidance of MCJA Firearms Trainers. Week two takes the instructor candidate through the process of planning, developing and implementing law enforcement firearms training in a practical setting. The student will learn highly advanced, yet simple instructional techniques that will enhance their ability at developing high level combat shooting and survival skills in students. The first day of this week will be devoted to firearms lesson plan development and individual presentations on selected firearms topics. MCJA staff, as a necessary part of course completion, will monitor presentations. Courses of fire, developed by the student through the class, will be utilized and evaluated by Trainers. This course goes beyond providing an understanding of firearms training and instructional techniques. It provides the exercise and practice needed to develop highly honed skills that can be applied upon completion of the course. This course is intensive study with outside assignments and possible evening sessions. This is necessary to satisfy core requirements for course completion. Due to the practical nature of this course, it is physically taxing and should be considered when selecting candidates.

**Personnel who may attend:** All full-time law enforcement and Corrections Officers with 3 years post Academy experience or prior MCJA approval.

**Prerequisites:** Methods of Instruction, and appointment letter from organizational head designating student as a Firearms Instructor.

**Special Requirements:** Students will be provided with a list of necessary ammunition and other required gear upon acceptance to class. A laptop computer is required.

**Required Personal Protection Equipment: Ear and Eye protection. A Bulletproof Vest is also required.**

**Class Limit:** 20 Students

## FIREARMS SKILLS DEVELOPMENT

**Date:** June 12, 2015  
**Location:** MCJA  
**Time:** 8:00 - 5:00  
**Fee:** \$25.00 includes lunch  
**Contact:** James Birt 877-8020

### **Program Description:**

This course is designed for the officer who needs assistance improving proficiency with the semi auto pistol. The one-day course is being offered in conjunction with the Firearms Instructor Development Program at the Academy. Instructor candidates will be evaluated on their ability to effectively work with the participants in this class. We will work with students to improve safety issues, marksmanship skills, and other important firearms skills.

The ultimate goal of the program is to make participants more comfortable around firearms, teach lifetime firearms skills and successfully qualify participants on the MCJA 50 round pistol qualification course.

**Special Requirements:** Participants will be required to bring 300 rounds of pistol ammunition, duty weapon and gear, wrap around eye protection, ear protection (not plugs) and appropriate range clothing.

**Personnel who may attend:** This class is open to any officer who carries a weapon and desires additional proficiency training.

**Prerequisites:** None

**Required Personal Protection Equipment: Ear and Eye protection. A Bulletproof Vest is also required.**



# **DISPATCHER COURSES**



**TERMINAL OPERATOR TRAINING AND CERTIFICATION**

**Contact the Maine State Police  
Access Integrity Unit to obtain  
a special application form for  
this class: (207) 624-7296 or  
[metro.aiu@maine.gov](mailto:metro.aiu@maine.gov)**

**Dates:**           **Sept. 8 – 12, 2014**  
                          **Oct. 6 – 10, 2014**  
                          **Nov. 3 – 7, 2014**  
                          **Dec. 8 – 12, 2014**  
                          **Mar. 9 – 13, 2015**  
                          **Apr. 13 – 17, 2015**  
                          **May 11 – 15, 2015**  
                          **June 8 – 12, 2015**

**Location:**                   **MCJA**  
**Time:**                       **8:00-5:00**  
**Tuition Only:**               **\$80.00**  
**Day Student Cost:**       **\$120.00**  
**Residential Student Cost:** **\$244.00**  
**Contact: Bruce Fielding**   **626-3923**

**Program Description:**

This course is designed to certify full access terminal operators, or administrators, for use of the METRO, Nlets and the NCIC system. Certification is a requirement of the Criminal Justice Information Systems for all persons having access to the NCIC files. Students will participate in hands-on training, and receive classroom lectures, exercises, and proficiency testing in the NCIC, Nlets, METRO, and Maine Wanted systems.

Certification will require an overall numeric score of 80% or higher for the class examination. Students who fail will have an opportunity to reschedule the course at a later date.

**Personnel who may attend:**

All law enforcement officers and civilian personnel who are responsible for any telecommunications usage at their respective work sites.

**Prerequisites:**

All attendees must have passed a background check administered by a law enforcement agency, to include a Federal Fingerprint Applicant Card prior to the class. Due to the scope and material of training provided, attendees should have experience within their agency, and preferably with the METRO system for a period of three months prior to the class.

**Class Limit:** 10 Students



